

WORKSHOP DESCRIPTIONS

There will be a sign-up sheet on a table in front of the reception area thirty minutes before each of the workshops is to begin. There are workshops that have limited admission and special requirements. Please take note of that after workshop below. You will need to take the responsibility to show up early so that you will be able to be admitted to the workshop. Be seated in the lobby and wait for the facilitator to call you.

Employment Security Department
301 Valley Mall Way, Suite 110
Mount Vernon, WA 98273

WORKSHOPS AVAILABLE INCLUDE:

Knowing Yourself:

Job seekers are continually faced with change and choices. Learning “who you are” can affect how you plan, control, and shape your life. Participate in this interactive workshop to gain new and exciting information about yourself.

Skills & Abilities Analysis:

Skills and abilities are the building blocks of job success. Learn to identify, demonstrate, and package with confidence the skills and personal qualities today’s employers desire. Please bring an IBM 3 ½ floppy disk. **(Only 14 will be admitted)**

The Job Market:

A successful job search is really finding an employer who is looking for someone like you. Learn how to research your labor market, develop networks, and conduct informational interviews.

Effective job Search:

The changing workplace requires everyone to think differently about what makes a successful job search. Learn the most and least effective strategies for finding employment and conduct an actual job search on the Internet.

Applications & Resumes:

Successful job seekers know what employers want. Learn how to complete, develop resumes, and design cover letters that will attract employers and lead to more interviews.

Interviewing Techniques:

Being able to handle an employment interview is a necessity for any job seeker. Learn helpful interviewing tips and practice your interviewing skills in a supportive, realistic environment.

Computer/Internet Basics:

Entry level instruction. **(Only 14 will be admitted).**

Electronic Resumes:

Cannot use “XP” Documents. Make sure your résumé is on a diskette. Résumé must be completed in Word (not Works or WordPerfect). No class time to edit. Also, you **must have** an e-mail address. You will leave the workshop with your résumé online. **(Only 14 will be admitted)**